



## EMPLOYMENT OPPORTUNITY

# Recreation Specialist

(Unclassified/Hourly)

Recruitment Number: 05-033

**Salary: \$13.68 - \$16.63/Hourly (Effective 6/24/05)**

**Filing Deadline: APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS**

### POSITION SUMMARY

The Recreation Specialist works under general supervision to organize, lead, teach, and supervise recreation facility classes and activities, fitness centers and class activities, senior information and referral services, middle school after-school programs, and mobile recreation programs; and perform related work as required. This recruitment will be used to fill various positions at the senior center, recreation centers, the middle schools program, and the mobile recreation program, in addition to other vacancies that may arise in other areas of the Recreation Department. Candidates should have a knowledge of one or more of the following areas: running a fitness facility and/or fitness classes, recreation programming, center supervision, running after-school programs and mobile recreation programs, day camps, and/or athletics, **Note:** These part-time positions (15-30 hours per week) are generally scheduled to work in the afternoons, nights and/or weekends, except for the senior fitness center and senior information and referral positions, which are mid-morning to mid-afternoon hours. Positions require a criminal background check.

### ESSENTIAL FUNCTIONS

(Functions may include, but are not limited to, the following): plan, organize, and conduct classes and activities in a specialized phase of the recreation program requiring a degree of knowledge and skill not normally expected of a general Recreation Leader; develop daily, weekly, and monthly activity schedules with other staff (i.e., announcements, homework, character development, life skills, sports, arts, games, and special events); participate in and support the activities in the daily, weekly, and monthly schedule; provide information about specialized recreation programs to the public; promote programs and activities; develop interest and participation; advise patrons of regulations governing the use of a recreational facility; register patrons for classes and/or activities; coordinate the specialized activities to fit the abilities and interests of the participants; may train, assign work, and oversee other part-time staff in the activities comprising the recreation specialty; supervise program participants; ensure the safety of participants and staff; develop, maintain, and issue specialized equipment and materials; collect and account for program registration and monies received; keep routine records; complete forms, prepare reports, and compile statistical information; attend staff meetings and conferences as scheduled; build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service; perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination equivalent to completion of the 12<sup>th</sup> grade supplemented by 30-units from an accredited college or university plus two-years experience in specialized area applicable to a municipal recreation program. Related experience in one or more of the following areas is preferred: coaching, arts and crafts, cheer, dance, tutoring, working with middle school age youth, working with children or seniors, sports and fitness programs, community service, and computers. License: Must possess a valid California Driver's license. Ability to obtain a First Aid/CPR certification within 90-days of hire. American Council on Exercise certification is highly desirable for position that is assigned to the fitness center at the Norman Park Senior Center.

**Knowledge, Skills and Abilities:** Knowledge of: skills involved in recreation specialty; basic objectives of recreational activities; English usage, spelling, grammar, and punctuation; computer equipment and software applications related to assignment. Ability to: instruct, motivate, and lead specialized recreational activities; work various schedules including mornings, afternoons, evenings, weekends, holidays, and split shifts as required by the work assignment; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

### PHYSICAL DEMANDS

On a continuous basis, stand and walk while supervising participants and monitoring facilities inside and out; intermittently bend, stoop, stretch, squat, kneel, twist at the waist, and extend arms above and below the shoulders while modeling various recreational activities; safely lead and interact with participants in specialized recreation, games and group activities; push, pull and/or lift up to 25-pounds; twist and reach for office equipment while sitting at a desk; use a computer keyboard; verbal ability to communicate in person and by telephone; see in the normal vision range with or without correction; hear in the normal range with or without correction. Work is performed indoors and outdoors.

### ***APPLICATION PROCESS***

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

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*NOTE: Part-time/ temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to Medicare). The City and the employee each contribute 3.75% of the employee's salary to PARS.*

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Hours: 8 AM – 5 PM Monday - Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • Job **Hotline: (619) 691-5095**

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